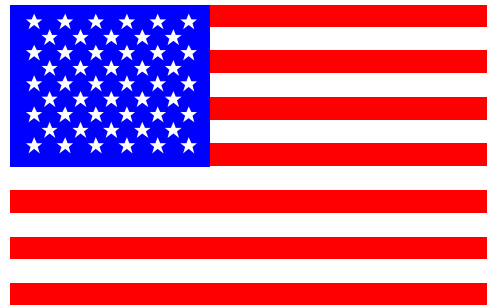


# Federal Employment

## Module 9



# Objectives

**At the end of this module, you will be able to:**

Follow the Federal Employment Process when conducting a federal employment job search.

Analyze a vacancy announcement.

Write a KSA statement that meets required fields stated in the announcement.

Identify what to include in your federal employment resume.

# Federal Employment Process

**Step 1:  
Know Where to Look**

# Federal Employment Process (cont.)

**Step 2:  
Know If You Can Apply**

# Federal Employment Process (cont.)

**Step 3:  
Apply for the Position**

# Federal Employment Process (cont.)

**Step 4:  
What Happens to  
Your Information**

# Vacancy Announcement Focus Areas

Position/Series/Grade  
Area of Consideration  
Closing Date and Time  
Position Description  
Specialized Experience  
Ranking Factors

# Key Words in Federal Job Description

STATEMENT OF DUTIES: The incumbent has primary responsibility for providing information to the public on agency programs that involve benefits, privileges, or obligations. Explains regulatory provisions and informs individuals of necessary actions to take. Also assists in preparing required documents, investigates and initiates corrective action and explains agency determinations and appeal procedures.



# Knowledge, Skills, and Abilities Statements Include:

A narration.

Factual and detailed information.

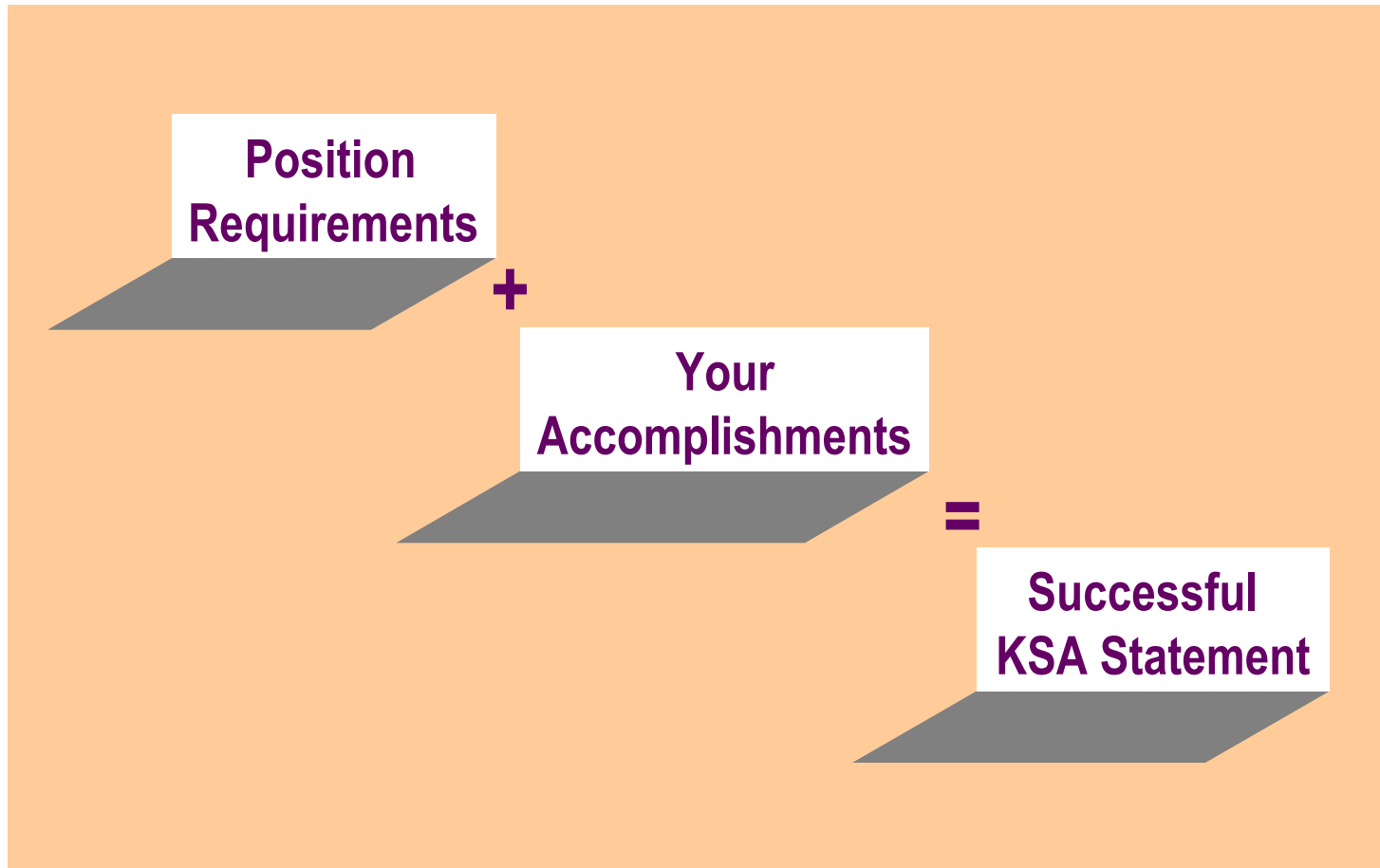
Your strengths.

Specific examples.

Narrative for each KSA factor.

Creativity.

# KSA Equation



# My KSA Statement Exercise Steps

Identify the job you wish to apply for

Refer to your experience and skills to write a KSA statement that addresses your ability to communicate orally and in writing

15 minutes



# Tips for Completing an Application

Read through application first so you know what information you're being asked to supply.

Include accurate information.

Print neatly or type your responses.

Write N/A if a questions is not applicable to you.

See your SEAP office for assistance.

# Summary

## **In this module you:**

Reviewed the federal employment process.

Read and analyzed job vacancy announcements.

Discussed knowledge, skills, and ability statements.

Drafted a KSA statement.

Discussed contents of a federal resume.

Reviewed a federal employment application.